



**MINUTES
CITY COUNCIL WORK SESSION
November 4, 2019**

CALL TO ORDER

The meeting was called to order at 5:00 pm.

Present: Mayor: Charlie Miner; Council: Tom Skjaret, Jahn Dyvik, and Michelle Jerde

Staff Present: City Administrator: Scott Weske

Absent: Council: Diedre Kvale

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

A motion was made by Jerde, seconded by Skjaret, to approve the agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

BUSINESS ITEMS

Candidate Interviews for Finance/Utility Officer Position – Amanda Nowezki

Weske explained that a subcommittee had interviewed three candidates and selected two candidates to move on to interview with the full Council. He noted that one of those individuals had accepted a different position, so there is now one candidate to interview. He invited candidate Amanda Nowezki into the Council Chambers.

Ms. Nowezki introduced herself and gave a brief overview of her background and experience.

The Council conducted an interview with Ms. Nowezki and thanked her for taking the time to meet with the City regarding this position.

Discussion of Candidates, Direction to Staff Regarding Employment Offer

Council member Skjaret asked if City Administrator Weske needed Council approval in order to hire for this position.

City Administrator Weske explained that because he is not a City Manager, he does need Council approval in order to make this hire.

The Council discussed the type of person that would be the best fit for the City as well as the advantage of various learning opportunities available for continuing education. The Council discussed a range of starting wages.

Council member Jerde asked why the City had a City Administrator and not a City Manager.

Weske explained that it is because of the statutes the City was organized under that govern the form of government the City has. Long Lake is a statutory City and not a charter City.

The Council discussed other future staffing desires for the City such as a Planner/Inspector.

Weske noted that he would still like to conduct a background check on Ms. Nowezki before an offer is extended. He stated that if all goes as planned, he will bring this back to the Council at their second meeting in November for the official appointment.

The City Council's conclusion was that they would support making a job offer to Amanda Nowezki.

Continued Discussion of 2020 Budget Considerations

- **Line Items Adjusted Closer to 3 Year Average**
- **Included 2018 Budget and Actuals**
- **Removed 2018 Outliers Such as CIP Items**
- **Recommended 2020 Utility Rates**

Weske gave an overview of the information he had gathered for the line items, budget and actuals from 2018, and noted that he had removed the outliers, such as the CIP items in the 2018 numbers.

The Council reviewed the 2020 budget and details surrounding the proposed utility rates, including the distribution and impact of Metropolitan Council fees. The Council discussed using an accelerated or tiered distribution for the Metropolitan Council fees.

Council member Skjaret asked about the request by the Fire Chief to hire a full-time inspector or a responder and asked if there was any progress on that. Weske indicated that the Fire Department will be moving to a duty crew to see how that will work. He noted that there was also discussion about people working from the Fire Station rather than home to utilize the extra office space. He stated that those individuals may be able to serve as responders which wouldn't have to be included in the budget.

Council member Skjaret referenced upcoming building projects anticipated to take place in the City and questioned whether the City would want to have a full-time inspector on staff. Weske explained how inspections are currently handled through Metro West Inspection Services, which is adequately staffed to meet its contract cities' needs.

The Council discussed annual inspections for various types of businesses, upcoming street reconstruction projects, and potential bonding mechanisms for funding street improvement projects.

OTHER BUSINESS

None.

ADJOURN

Mayor Miner adjourned the meeting by general consent at 6:23 pm.

Respectfully submitted,

Scott Weske
City Administrator